



JOB VACANCY ANNOUNCEMENT No. 09-13

OPEN TO: All Interested Candidates

POSITION: *Administrative Assistant-Translator, FSN-105-7; FP-7**

Not-Ordinary Resident (NOR):

* FP pay scale to be confirmed by Washington

Ordinary Resident (OR):

Starting grade to be determined based on the qualifications of the candidate

OPENING DATE: 04/22/2009

CLOSING DATE: 05/05/2009

WORK HOURS: Full-time, 40 hrs. /week

LENGTH OF HIRE: Temporary position: 2 years. End date is January 31, 2011

This is not a permanent position. The Overseas Prosecutorial Development Assistance and Training (OPDAT) office at the Embassy is seeking a candidate to temporarily fill a position as part of OPDAT's administration of one component of the Millennium Challenge Corporation (MCC) program. The temporary appointment, under a personal services agreement, will be for approximately of two years from the date of hire, and not to exceed January 31, 2011.

IMPORTANT NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

The incumbent provides local assistance in implementing Component 6 of the Government of Albania's Threshold Country Plan, Stage II, which is funded by the Millennium Challenge Corporation (MCC). The two-year project will create six regional multi-agency anti-corruption and economic crime units modeled after the Tirana Joint Investigative Unit (JIU) to Fight Economic Crime and Corruption. The incumbent will work closely with two U.S. Department of Justice prosecutors assigned as Resident Legal Advisors to Albania, one or more Intermittent Legal Advisors from the Department of Justice, and a local Legal Specialist, all of whom are assigned to implement the MCC program. The incumbent engages in regular contacts with high and senior GOA officials in the executive, legislative and judicial branches as necessary to accomplish the establishment of the regional JIUs.

He/she performs a full range of support functions and other administrative duties to include organization of meetings, conferences and workshops, provision of logistical support for visiting delegations, correspondence and records maintenance, translating and interpreting from Albanian to English and English to Albanian as necessary to support the RLAs. The incumbent is also responsible for drafting reports for submission to MCC documenting the progress of the MCC program.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Etleva Halili at Ext. 3297

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Two or more years of post-secondary education including some coursework in finance, accounting, or a related field is required.

EXPERIENCE: Minimum of 2 (two) years experience in an office setting performing administrative duties is required, as well as familiarity with finance, budget, and reporting.

LANGUAGE: Level IV (fluent) speaking/reading/writing in English is required. Level IV (fluent) speaking/reading/writing in Albanian is also required.

KNOWLEDGES: Must be able to function in a fast-paced office environment.

SKILLS AND ABILITIES: Must be able to perform a full range of secretarial and administrative support duties including maintaining calendars, setting appointments, maintaining office files, arranging accommodations, and other such duties. Must have skills to interact effectively with officials from governmental organizations and private sector. Must be able to communicate effectively and diplomatically with the public. Must be able to maintain strict professional confidentiality.

COMPUTER SKILLS: Familiarity with Microsoft Word, PowerPoint and Excel is required.

NOTE: Unless you meet all specified requirements you will not be considered.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Selected candidate will be required to undergo both a medical and security clearance prior to employment

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

Application for employment for Locally Employed (LE) Staff; and/or resume that provides the same information as the application; or

Application for U.S. Federal Employment (OF-612); plus

Candidates who claim US Veteran's preference must provide a copy of their Form DD-214 with their application

Applicants who claim US EFM or MOH status must include in the cover letter accompanying their application that they are claiming US EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member

Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U.S. Embassy

Rr: "Elbasanit", No. 103, Tirana, Albania

Attn: Human Resources Office

E-mail: haliliex@state.gov

Telephone: (355) (4) 2247-285 Ext. 3297

Fax: (355) (4) 2232-222

(Faxed and e-mailed applications are also accepted). **Only applications received in the Human Resources Office before the closing date of this job announcement will be considered.**

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

US Citizen; and,

EFM (see above) at least 18 years old; and,

Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

Spouse;

Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the em-

ployee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

Not an EFM; and,

Not on the travel orders of the sponsoring employee; and,

Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

Is not a citizen of the host country; and,

Does not ordinarily reside (*OR*, see below) in the host country; and,

Is not subject to host country employment and tax laws; and,

Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

Is locally resident; and,

Has legal, permanent resident status within the host country; and,

Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: 05/05/2009

The US Mission in Tirana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPROVED: HRO/ DGIOVENGO
CLEARED: OPDAT/ CELDRIDGE
DRAFTED: HRA/ EHALILI